PERFORMANCE WORK STATEMENT (PWS)

FOR

Lodging Services

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform "Lodging Services", as defined in this PWS.

1.1.1 Objectives: The contractor shall furnish lodging accommodation (a few single and at minimum 25 double occupancy, non-smoking rooms) for Air National Guard, personnel assigned to duty to the 258th Combat Airfield Operations Squadron (CAOS), Air National Guard, Johnstown, PA. The lodging accommodations shall contain living and sleeping areas in accordance with Federal, State, Local, and commercial standards. No more than one person shall be assigned to a single occupancy room.

1.1.2 Due to operational requirements, the Contractor shall provide ad hoc lodging accommodations in the immediate vicinity of Pittsburgh, PA. The estimated historical minimum for this requirement is six (6) room nights per month; however, actual usage may vary based on mission needs. The Government will notify the Contractor of lodging requirements as far in advance as practicable.

1.1.3 The contractor shall provide a minimum of two approved lodging locations for authorized personnel, at one firm fixed price rate.

1.1.4 Lodging facilities shall be equivalent to a 3-Star hotel or higher as defined by industry standards (such as the AAA 3-Diamond rating or Forbes Travel Guide 3-Star rating).

1.2 Background: The 258th Combat Airfield Operations Squadron (CAOS) of the Air National Guard (ANG) is required to conduct Unit Training Assemblies (UTAs) in order to maintain its operational readiness and fulfill its mission. These UTAs typically involve a large number of personnel who travel from various locations to participate in the training. There are 4 (four) Mandatory UTAs in a year where it will be maximum capacity and 7 (seven) UTAs that may not have maximum participants, with members coming in at unscheduled times throughout the month.

1.3 Period of Performance (PoP): The Period of Performance shall be 12 months.

1.3.1 The workload estimate provided in Technical Exhibit 3 is based on historical data and is subject to change based on factors such as changes in training schedules or unexpected events. The actual workload may vary from the estimate provided.

1.4 General Information:

The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1 Place and Performance of Services: The lodging facility shall be located within a 10-mile driving distance to 258 CAOS, Air National Guard Station.

1.4.1.1 Reserved.

1.4.1.2 Reserved.

1.4.1.3 Reserved.

1.4.2 Reserved.

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the

restriction against using the network to recruit Government personnel or advertise job openings.

1.4.6 Reserved.

1.4.7 Reserved.

1.4.8 Reserved.

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR, to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Reserved.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Reserved.

1.4.13 Reserved.

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be

acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
COR	Contracting Officer Representative

DA	Department of the Army
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSCA	Defense Counterintelligence and Security Agency
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
KO	Contracting Officer
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SCR	Service Contract Reporting
TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): None.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): The contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

5.0 Requirements: The contractor shall make rooms available for 258 CAOS members as requested by authorized Government personnel not to exceed the maximum number of contracted room nights and in the following manner:

5.1 Reservation Limitations: The contractor shall not accept reservations beyond the contracted quantity of room nights. Any reservations that exceed this limit will not be reimbursable.

5.1.1 The contractor shall provide the Government with a monthly statement of account that includes all charges for lodging services provided under this contract. The statement of account shall be submitted by the 15th of each month.

5.1.2 Authorized Government personnel include Contract Officer Representatives (CORs) or the Contracting Officer (CO) who may request room night accommodations

throughout the period of performance for up to and not to exceed the maximum number of total contracted room nights as specified in the contract.

5.1.3 CORs or COs may cancel any accommodation request up to 12 hours before normal check-in time without incurring a cost to the Government. To the maximum extent possible, CORs and/or COs will provide advanced notice when requesting accommodations.

5.1.4 The contractor shall supply same-day requests for up to 10 simultaneous accommodations. For simultaneous accommodation requests greater than 10, the COR and/or CO will provide the contractor no less than then three (3) days' notice.

5.1.5 If at any time the contractor is unable to supply accommodations at the established and contracted property locations when requested, the contractor shall, with advanced authorization from COR and/or CO, supply accommodations in the same manner and at another similar property which meets the requirements of this PWS and without separate invoicing.

5.1.6 In case of overbooking, guests shall be accommodated in another lodging facility of equal or better quality at no additional expense to the guests or the Government. The contractor shall contact the guests to inform them of the change in accommodations and arrange for transportation to the new lodging facility. The contractor shall provide documentation of the overbooking and the steps taken to resolve it. If guests are moved to another lodging facility, the contractor must notify the Contracting Officer or the Government Designated Representative.

5.2 Hotel Inspection: The contractor must select lodging accommodations that meet or exceed the standards established by the 171 ARW Public Health and Security Forces. A list of currently approved hotels is provided in Technical Exhibit 2 as a reference. However, the contractor may propose other hotels, provided they can demonstrate compliance with these standards through relevant inspections.

5.2.1 The lodging facilities must meet all fire and safety requirements per the National Fire Protection Association (NFPA) and the Air Force Occupational Safety and Health (AFOSH) Standard 91-1. In addition, the contractor must comply with any additional safety and security requirements specified by the 171 ARW Public Health and Security Forces.

5.3 Lodging Facility, Furnishings, and Equipment.

5.3.1 Fire and safety requirements. Lodging accommodations shall meet fire and safety requirements per the National Fire Protection Association (NFPA) Code 10, Code 70, Code 101 and Code 96 and the Air Force Occupational Safety and Health (AFOSH) Standard 91-1. This includes, but is not limited to, having functional fire alarms and smoke detectors, fire extinguishers, and emergency exit signs.

5.3.1.1 Criminal activity in the locale that constitutes danger to any person, whether or not within the contractor's ability to control, shall be considered cause for the Government to unilaterally cancel rooms on a monthly basis until the condition in question is resolved or to terminate the contract. Any temporary cancellation of rooms or termination of the contract shall be at no cost to the government.

5.3.1.2 In case of an unforeseen circumstances the lodging facility shall take action to relocate all guests affected by the unforeseen circumstance to another lodging facility of equal or better quality at no expense to the Government or the guests. If guests are moved to another lodging facility, the lodging facility must notify the Contracting Officer or the Government Designated Representative.

5.3.2 Guest rooms. Standard guest rooms shall contain at minimum:

5.3.2.1 Rooms shall be constructed and finished to provide good light illumination, reflection and sound attenuation. All piping and wiring shall be enclosed. Sufficient electrical outlets and light switches shall be provided. All electrical cords, bulbs, lights, outlets, and switches shall be in good, operational condition.

5.3.2.2 Rooms shall be free of damage and all floors, ceilings, and walls shall be clean and in good, serviceable condition.

5.3.2.3 Entrance doors to guest rooms shall be equipped with both a primary lock and a secondary deadbolt lock (See Appendix A for definitions). If the guest room has sliding glass or French doors, they shall be equipped with an effective locking device. Doors to connecting guest units or maintenance corridors shall be equipped with a deadbolt lock. The entrance door to the guest room shall be equipped with a view port or window convenient to the door. All doors, exterior and interior, shall be free from holes, dents, or other physical defects. Emergency procedures, exit diagram and location of fire extinguishers shall be posted on entrance doors (applies only to lodging facilities with interior rooms). The room number shall be posted on or near the entrance door. Room entrance doors shall not open directly to exterior of building. Lobby area shall be made available to increase security and direct guest flow to room. Other exterior entrances shall be limited and have secure accessibility.

5.3.2.4 Windows overlooking a common walkway or in a ground floor room shall be equipped with a functional lock. Windows shall be well maintained, with no cracks or other defects. Drapes with blackout lining, shades or blinds shall be provided. If only drapes are provided, they shall screen out light. All window coverings shall be in good serviceable condition, free from tears or excessive wear.

5.3.2.5 Individual room-controlled heating/air conditioning units with the necessary ventilation to maintain comfort for occupants. Air filters shall be free from damage, the proper size, and be replaced or cleaned in accordance with manufacturer's recommendations.

5.3.2.6 Adequate closet or hanger space and a dresser or drawer space. At least one luggage rack or equivalent bench space.

5.3.2.7 Means for occupants to indicate when they are not to be disturbed, for example, a “Do Not Disturb” sign. The lodging facility employees shall respect the signs when displayed.

5.3.2.8 Double occupancy rooms shall contain at least 2 beds. Each bed shall have a firm mattress with box springs, mattress pad or cover, two pillows, and sufficient bed linens.

5.3.2.9 A mirror

5.3.2.10 A telephone in good, operational condition with emergency numbers posted on or near it

5.3.2.11 At least one television with remote control (TV directory)

5.3.2.12 Alarm clock

5.3.2.13 Private bathroom. The bathroom shall have a fully functioning tub and/or shower, toilet and sink in good, operational condition. The tub and/or shower shall have a door or curtain. The tub and/or shower shall have a non- slip surface, or a rubber mat shall be provided for use on any non-skid resistant surface. Hooks or racks shall be provided for robes or clothing. Adequate shelf space shall be provided for toiletries on or near the sink. A large mirror (minimum 18” x 30”) with ample light for shaving/make-up shall be provided over the sink. There shall be a GFI electrical outlet convenient to the mirror. All fixtures shall be in good repair. Fixtures that control the flow of water shall not be cracked or leaking and shall operate properly to maintain a constant and adequate flow of water without sudden surges or temperature changes. The quantity of hot water provided by the facility shall be adequate for the maximum number of guests. The bathroom shall have proper ventilation by an exhaust fan, a window or a vent. The window shall be of frosted glass, or a curtain shall be provided for privacy. The bathroom floor shall be in good condition. Grout, tile, and linoleum shall be in good condition, maintained properly, and be free of major tears or excessive staining. Toiletries such as bath soap, toilet tissue, facial tissue, bath towels, hand towels, washcloths, shall be provided.

5.3.3 Parking facility. Parking facilities shall be paved, marked and adequately lighted. Each parking space shall receive at least indirect light. Adequate parking spaces shall be available for all guests. A loading/unloading zone shall be available for individual guests or for Air Force buses to deliver and pick up large groups of people.

5.3.4 Signage. All property signage shall be legible and visible as appropriate. The lodging facility shall have directional signs on each floor depicting room number

locations. It shall have directional signs for common use areas such as the dining, lobby, laundry, etc.

5.3.5 Indoor common use areas (lobby and public restroom). Indoor common use areas shall be well maintained and free from damage. All furnishings shall be comfortable and well maintained. Available seating should be appropriate for size of property and typical number of guests.

5.3.6 Property exterior. The exterior of the facility shall be clean, no peeling paint, broken windows or shutters, excessively dirty areas, or wood/brick/masonry deterioration. The grounds and gardens shall be well maintained. The exterior shall be well illuminated.

5.4 Lodging facility services. The following services shall be offered:

5.4.1 The lodging facility shall provide check in/out service on a 24-hour basis, 7 days a week. The desk area shall be clean, efficiently designed to process multiple check-in/outs simultaneously, and sufficiently staffed with trained personnel. The lodging facility shall inform all government guests' assigned accommodations under this contract, of the required check out time. Government guests, who incur another day's charge because of failing to meet the required check out time, do so at their own expense. The Government incurs no liability in this instance.

5.4.2 The lodging facility shall provide wake-up and message service on a 24-hour basis, 7 days a week.

5.4.3 The lodging facility shall provide a means of storing and safeguarding guest valuables. Safety deposit boxes may be provided at the front desk or in each guest room. If safety deposit boxes are in the front desk, a receipt for the stored items shall be furnished to the guest.

5.4.4 The lodging facility shall be equipped to provide a means of storing and securing luggage for guests when ready rooms are not available or at checkout. A receipt for the stored items shall be furnished to the guest.

5.4.5 The lodging facility shall provide upon request an ironing board and iron if not available in the guest room. They shall have a first aid kit at the front desk in case of emergencies.

5.4.6 The lodging facility shall provide upon request an information packet that contains information about local restaurants, shopping areas, and entertainment. They shall provide upon request a commercial telephone directory. Desk clerks shall be able to explain to guests miscellaneous charges not covered by the PWS, for example, long distance personal phone charges.

5.4.7 The lodging facility shall provide management and staff personnel that present a neat appearance and operate ethically and professionally. They shall provide attentive, conscientious attention to guest service.

5.4.8. Housekeeping services.

5.4.8.1 Guest Room. All surfaces shall be clean and stain, dust and mildew free, including but not limited to floors, walls, ceiling, doors, windows, window sills, baseboards, chair rails, heating/air conditioning systems, vents, blinds, ceiling fans, light fixtures, switch plates, furniture, upholstery, knick-knacks, decorative items, silk and real plants, etc. Rooms shall be fresh smelling, free of odors from dirt, mildew, mold, poor sanitation, or heavy deodorizers. Rooms and furniture shall be free from insects, rodents and other pests. Daily services include, but are not limited to: room cleaning, bed making, linen change if required, and replenishment of amenities, toiletries, and supplies.

5.4.8.2 Bathrooms shall be clean with no mildew, dust, rust, soap scum, stains, or grimy film on fixtures, ceiling, walls, or floors. The wastebasket shall be lined and emptied daily. Bathroom shall be fresh smelling, free of odors from dirt, mildew, mold, poor sanitation, faulty plumbing, or heavy deodorizers.

5.4.8.3 Indoor common use areas (lobby and public restrooms). All surfaces shall be clean and stain free, dust and mildew free, including but not limited to floors, walls, ceiling, doors, windows, window sills, baseboards, chair rails, heating/air conditioning systems, vents, blinds, ceiling fans, light fixtures, switch plates, furniture, upholstery, appliances, knick-knacks, decorative items, silk and real plants, etc. The rooms and furniture shall be free from insects, rodents and other pests.

5.4.8.4 Other areas (restaurant, dining area, swimming pool, spas, fitness center, laundry room, ice machines, vending machines, etc). These areas are not a requirement; however, if on premises, they must be well maintained and meet general standards of safety, quality, and cleanliness. Complimentary amenities and services shall be provided to guests under this contract in the same manner and to the same extent as those provided to customers from the general public.

5.4.9. Linen service. Bed sheets and pillowcases shall be washed at least once per week or when occupancy changes, whichever occurs first, and whenever necessary due to guest personal requirements. They shall be in good repair, free from tears, rips, holes and extensive wear. All blankets, mattress covers, and bedspreads shall be clean, without any objectionable odors, and in good repair, free from tears, rips, holes, stains, and extensive wear. Additional blankets shall be provided if requested by guest. Freshly laundered bath and hand towels and wash cloths shall be provided daily. Dirty linen must not contaminate the facility or clean linen when it’s handled, stored, and transported. The lodging facility shall follow the following procedures:

5.4.9.1 Clean and dirty linen shall be kept separate on housekeeper carts.

5.4.9.2 Clean and dirty linen shall be kept separate within linen room.

5.4.9.3 Hand washing facilities shall be available in the linen room.

5.4.9.4 Linen handling is located as to prevent steam, odors, lint and objectionable noises from reaching personal living and guest rooms.

5.4.10 Additional services. All additional services not specified in this PWS, or not included in the standard commercial room rate, shall be paid by the guest requesting and receiving the extra service. Examples of additional services may include, but are not limited to, laundry services, room service, and transportation services.

5.4.10.1 Guests must request additional services in writing and provide payment in advance. The contractor must provide a detailed list of additional services and their associated costs prior to providing the service.

5.5.1 Payment Terms:

5.5.1.1 Billing Frequency: The contractor shall submit invoices in Wide Area Work Flow monthly by the 15th day of the following month.

5.5.1.2 The Government will not incur costs for any rooms not used during the specified period of performance.

5.5.1.3 The Government will not by liable for any rooms supplied beyond the specified contracted amount and quantity.

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	**PWS Paragraph**	**Performance Threshold**	**Surveillance Method / By Whom**
Provide Quality Lodging Facility	Section 5.3	E: No discrepancies noted during any records or equipment inspections per month. VG: No more than one (1) discrepancy noted during any records or equipment inspections per month. S: No more than two (2) discrepancies noted during any records or equipment inspections per month. M: No more than three (3) discrepancies noted during any records or equipment inspections per month. U: > Three (3) discrepancies noted during any records or equipment inspections per month.	Random monitoring / COR
Provide Quality Lodging Facility Services	Section 5.4		Random monitoring / COR
Provide a Safe Environment	Section 5.3.1		Random monitoring / COR
Provide Quality Lodging Guest Rooms	Section 5.3.2		Random monitoring / COR

TECHNICAL EXHIBIT 2

Currently Approved Hotels

Johnstown, PA

Holiday Inn Johnstown Downtown: 250 Market Street, Johnstown, PA 15901
Holiday Inn Express Johnstown: 1440 Scalp Ave, Johnstown, PA 15904
Hampton Inn Johnstown: 129 Commerce Ct, Johnstown, PA 15904

Pittsburgh, PA

Sheraton Pittsburgh Airport Hotel: 1160 Thorn Run Road Coraopolis, Pa 15108
SpringHill Suites Airport: 2500 Market Place Blvd. Coraopolis, Pa 15108
Sonesta Simply Suites Pittsburgh: 100 Chauvet Dr. Pittsburgh, Pa 15275

TECHNICAL EXHIBIT 3

WORKLOAD ESTIMATE

Most of the room nights will occur on Friday and Saturday nights, once a month for UTAs.

- **Majority of reservations will occur on the following nights:**
    - July 2025 – None
    - 31 July - 2 August 2026
    - 2-6 September 2026
    - 21-25 October 2026
    - November 2026 – None
    - 2-6 December 2026
    - 8-10 January 2027
    - February 2027 – None
    - 3-7 March 2027
    - 2-4 April 2027
    - 28 April - 2 May 2027
    - 4-6 June 2027
    - July – None

- **The following is an estimate of room nights needed for regular and mandatory UTA months:**
    - Regular (2-day) UTA months: 40 room nights
    - Mandatory (4-day) UTA months: 100 room nights

- **Additional Requests:**
    - Periodic reservation requests may occur throughout the month, due to training exercises and mission requirements.

- **Notes:**
    - All dates and quantities provided are estimates and are subject to change.
    - Contractors should use these estimates for planning purposes but understand that they are not guaranteed.
    - Contractors should be prepared for fluctuations in demand.